



Job Title	Police Impound Facility Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	16622

Class Specification – Police Impound Facility Supervisor

Summary Statement:

The purpose of this position is to ensure the security of vehicles, evidence, and property entrusted to the facility. This is accomplished by organizing staff schedules and business hours to best assist customers; assessing and promptly addressing any security vulnerabilities such as camera outages or damage to the fence line; reviewing processes and policies for most efficient practices; working with employees to correct deficiencies and recommend discipline where necessary; utilizing after hour contract security officer along with CCTV cameras with recoding capabilities and installing a partial perimeter fence alarm. Other duties include maintaining building and lot maintenance which includes the office and equipment, approximately thirteen fenced acres and drainage pond for storm water run-off; and coordinating access to the lot for evidence processing, viewing, and trial preparations.

Essential Functions

Note: Regular and predictable attendance in the performance of this job is an essential function.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

45%

Coordinates the organization, staffing, and operational activities for the impound unit. Observes impound facility functions and assists impound staff by reviewing of impound lot camera footage; auditing impound transactions in impound tracking system; ordering supplies; reviewing and reconciling monthly tow bills and tow tickets; providing support to volunteers; and communicating with impound staff.

15%

Provides support to internal and external customers by answering phones when impound technicians are not available and documenting all conversations in impound tracking system; and receiving citizen's complaints and inquiries about impounds and respond promptly.

25%

Performs research, reports, and developments using local, state, and federal laws; coordinates with the City Attorney for official findings on questionable laws; and attends meetings with multiple internal and external departments as well as chain of commands. Performs daily impound transactions by reviewing ownership documents and legal authorizations; directing contact with criminal suspects and victims in unpredictable states-of-mind; escorting all non-law enforcement personnel on the lot; and processing payment transactions in Microsoft point of sale register system and preparing daily deposits.



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10%	Provides evidence by meeting with internal and external departments to discuss evidence procedures, laws, and guidelines; managing storage of evidence vehicles within lot capacity and recommending alternatives to avoid exceeding capacity; and reviewing and approving sensitive items submitted to the evidence unit.
5%	Performs auctions by securing and facilitating overtime staff for auction day; regulating disputes over auction process or bidding; and overseeing auction preparation to ensure all legal requirements.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Associate's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time responsible technical, clerical, or administrative experience and one year of supervisory experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
National Crime Information Center (NCIC) Certification	Within 3 months of start date
Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Supervision Received:
Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:
Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Several times a week
Wetness and Humidity	Seasonally
Respiratory Hazards	Daily
Noise and Vibrations	Several times a month
Physical Hazards	Several times a week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally



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Machines, Tools, Equipment, and Work Aids: Copier, fax, printer, scanner, email, calculator, telephone, vehicle, lock-picking tools, battery jump-box, hand-held radio, computer, tracking systems, dispatching system, and monitoring equipment.

Specialized Computer Equipment and Software: Microsoft Office, EvidenceOnQ, DMV, impound tracking system, NCIC, CCIC, Criminal Justice Information System (CJIS).

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014